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| Project | **tenant fitout project** |
| Project address | 201 W. Boundary St  Savannah, GA |

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| --- | --- | --- | --- | --- |
| Submitted By: | Your name | | Date: Friday, January 13, 2017 | |
| Contact | Phone: (202) 544-1353 | Fax: (404) 920-8576 | | [youremail@constructioncleanpartners.com](mailto:youremail@constructioncleanpartners.com) |

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| --- | --- | --- |
| Customer | Clayco | 1 TRANSAM PLAZA DR  OAKBROOK TERRACE, IL |

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Contact Number | Email | Project role |
| Lucas Asterman |  | astermanl@claycorp.com | Other |
| Gearld Dame | (314) 308-0896 | dameg@claycorp.com | Other |
| Your Name |  |  | Final clean scheduler |
| Michael Vercellino | (217) 521-5152 | vercellinom@claycorp.com | Other |

**General Cleaning – Tenant Fit out**

1. Removal of "CONSTRUCTION" trash & debris left on floors, walls and all items horizontal and vertical
2. Dusting walls, baseboards, fixtures, and furnishings-cabinets counters, shelving
3. Vacuum clean/dust display cases inside and outside
4. Shine all stainless steel including all kitchen areas

RESTROOMS

A. Clean & sanitize full restroom including toilets/urinals, sinks, doors,

B. Wipe clean walls as necessary

C. Empty trash/move all trash from restroom

WINDOW CLEANING

1. All interior windows, which includes vestibules, and all doors
2. Wash inside glass & window, remove all dirt, smudges, fingerprints, streaks, cobwebs

*Floor Care Cleaning Specifications*

CARPET CARE

1. Vacuum carpet
2. Spot clean carpets (looking for visible spots)

CERAMIC TILE/SLATE CLEANING

1. Machine scrub all ceramic tile/Slate floors (including restrooms)
2. Dust mop entire floor area
3. Damp mop with cold water cleaner

VCT TILE Clean & Seal

1. Complete gum, embedded material & scuff mark removal.
2. Sweep & damp mop all exposed tile areas.
3. Effectively protect all adjoining floors (carpet, wood, etc:) from solution & run-off /splash spillage
4. Complete machine scrub AND STRIP of all exposed tile using a national brand neutral cleaner

PRICING PER MENTIONED SCOPE:

|  |
| --- |
| $13500 |

Acceptance/ Sign-off:

|  |  |
| --- | --- |
| Customer: Clayco | |
| Date | Signature\*\* |

\*\* Customer signature verifies acceptance of the specifications and the pricing per Scope of Work\*\*

**GENERAL NOTES:**

**Conduct pre-walk through with GC**

* If non- punch list items create need for repeat work, an additional charge may be assessed.
* Any charge backs or additional charges will be pre-approved by both parties.

**EXCLUSIONS:**

* Construction debris or dumpster removal
* Out of scope work such as power washing exterior walkways, exterior signs, vent & return grills, etc. will be quoted on a case-by-case basis.
* Removal of adhered materials, stickers, tape, Styrofoam, cement splatter, and debris, will require a quoted additional charge.

Email signed proposal/ purchase order/ contract to [youremail@constructioncleanpartners.com](mailto:youremail@constructioncleanpartners.com)

If sending by physical mail

Your Company Name

Your street

City, State Zip

EIN: